

APPROVAL FORM FOR BADGES AND PASSES

Any or all of the information contained on this form may be used to conduct a Security and/or Background Information Check.

SECTION A

To be completed
by Contractor
Employee
(PRINT)

Employee Name: _____ Sex: _____
Address: _____ Race: _____
City/State/Zip: _____ DOB: _____
Employee Signature: _____ SSN: _____

Privacy Act Statement: This information is provided in accordance with the Privacy Act of 1974 (5 USC 552a(c)(3)): Authority for this information is 5 USC 301, 5 USC 4101 et. seq. Executive Order No. 11348 and Treasury Department Order 140-01. Disclosure of this information is voluntary. Failure to provide requested information may result in denial of access to the FLETC property.

NOTICE

It is a violation of Title 18, USC, section 1001 to knowingly and willfully falsify, conceal or cover up by any trick or scheme, or device a material fact or make any false, fictitious or fraudulent statements or representations, and to provide false or fictitious information in relation to any matter, within the jurisdiction of the United States. Such conduct is punishable as a felony.

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Employee Name: _____

Contract/PO No.: _____ Prime Contractor: _____

Type of Contract: Service Construction PO Subcontractor: _____

(Circle One)

Also note Delivery Order Number, if applicable.

Expiration Date (or contract end date): _____

Items requested: *(Circle item(s) needed then circle to indicate if items needed are for a new employee or reissued due to loss of original).*

G ID Badge: New

G Temporary Pass: New

Exchange (e.g., damaged)

Reissue**

Reissue (e.g., lost, stolen)**

*(**Requires payment of \$10 fee. Receipt must be attached.)*

G I certify that I have checked this employee's identification (e.g., Driver's License) and have determined to the

SECTION B

To be completed
by Supervisor
or
Project Manager.
(PRINT)

G Approved - NCIC Checks Completed

G Conditional Approval - Pending future completion of Security Checks

G Approval is granted for the following items to be issued:

G Identification Badge

Expiration Date: _____

G Temporary Pass

to be issued: _____

Signature: _____ Date: _____

SECTION D

To be completed
by
Registration.

Identification Badge was issued: _____ By: _____
Date Initials

G Form given to employee *(ONLY if employee is authorized to receive a vehicle permit.)*

SECTION E

To be completed
by
Registration

G Temporary Pass Pass No. _____
(Use expiration date in Section B)

Issued by: _____ Date: _____